



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
STATION PLACE
100 F STREET, NE
WASHINGTON, DC 20549-2465

Office of FOIA Services

November 4, 2019

Mr. Taylor Amarel
411A Highland Ave., DEPT MR 72086
Somerville, MA 02144-2516

Re: Freedom of Information Act (FOIA), 5 U.S.C. § 552
Request No. **19-01857-FOIA**

Dear Amarel:

This is the final response to your April 22, 2019 FOIA request for the following regarding the "Zix system:"

1. SEC Staff 'user manual' for the Zix email system;
2. Any documents detailing how the SEC deals with Zix email records that are set to expire after 90 days. Any document that detail a backup or document retention system after the 90 days;
3. Any documents that detail whether the Zix email system is required for communications from the Office of the Whistleblower; and
4. Any documents that detail whether the Zix email system has been reviewed or approved by the National Archives and Records Administration (NARA);

Regarding No. 1 of your request, access is granted in full to the attached 13 page .pdf file named "ZIX user manual records."

With respect to Nos. 2, 3 and 4, after consulting with the Office of Records Management Services and the Office of Information Technology I have determined that no responsive records exist.

I am the deciding official with regard to this determination. You have the right to appeal my decision to the SEC's General Counsel under 5 U.S.C. § 552(a)(6), 17 CFR § 200.80(f)(1). The appeal must be received within ninety (90) calendar days of the date of this adverse decision. Your appeal

must be in writing, clearly marked "Freedom of Information Act Appeal," and should identify the requested records. The appeal may include facts and authorities you consider appropriate.

You may file your appeal by completing the online Appeal form located at https://www.sec.gov/forms/request_appeal, or mail your appeal to the Office of FOIA Services of the Securities and Exchange Commission located at Station Place, 100 F Street NE, Mail Stop 2465, Washington, D.C. 20549, or deliver it to Room 1120 at that address.

If you have any questions, you can contact me at sifordm@sec.gov or (202) 551-7201. You may also contact the SEC's FOIA Public Service Center at foiapa@sec.gov or (202) 551-7900. For further assistance you can contact a SEC FOIA Public Liaison by calling (202) 551-7900 or visiting <https://www.sec.gov/oso/help/foia-contact.html>.

SEC FOIA Public Liaisons are supervisory staff within the Office of FOIA Services. They can assist FOIA requesters with general questions or concerns about the SEC's FOIA process or about the processing of their specific request.

Finally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. OGIS can be reached at 1-877-684-6448 or via e-mail at ogis@nara.gov. Information concerning services offered by OGIS can be found at their website at [Archives.gov](https://www.archives.gov). Please note that contacting the FOIA Public Liaison or OGIS does not stop the 90-day appeal clock and is not a substitute for filing an administrative appeal.

Sincerely,



Mark P. Siford
Counsel to the Director/Chief FOIA Officer
Office of Support Operations

Attachment